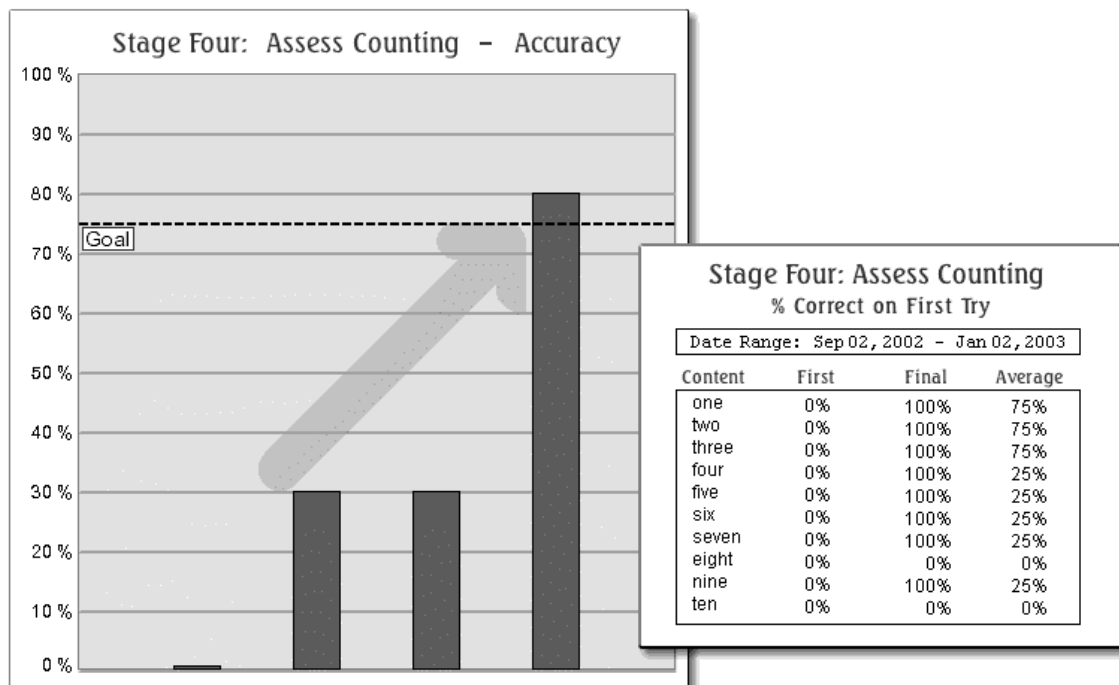


Stages Report Wizard



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Stages Report Wizard

User Guide

Table of Contents

1	<i>Introduction</i>	<i>1</i>
2.	<i>Getting Started</i>	<i>2</i>
	System Requirements	2
	Starting Stages Report Wizard	3
	Tips	3
	First Time Setup	4
	Starting with the Sample Learner	5
	Maintaining Your Learner List	6
3.	<i>Your Learner Reports</i>	<i>8</i>
	Adding Learners	8
	Organizing Your Learners' Reports Folders	9
	Learner Profiles	10
4.	<i>Choosing Reports</i>	<i>11</i>
	Selecting the Activity	11
	Creating a Report Set	15
5.	<i>Annotating and Printing an Individual Report</i>	<i>17</i>
	Creating an Annotated Report	17
	Considering Incomplete Reports	18
6.	<i>Graphs</i>	<i>19</i>
	Accuracy Graphs	21
	Independence Graphs	25
	Time on Activity Graphs	27
	Images of Graphs	28
7.	<i>Content Mastery Tables</i>	<i>29</i>

8. Activity Summaries	31
9. Entering Notes and Recommendations	34
10. Questions and Answers	35
Appendix A: Stages Report Wizard Files	37
Stages Reports	37
PDF Software	37
Folders	37
Files	38
Appendix B: PDF Software	40
Installing the PDF Software	40
Using the PDF Software	40
Appendix C: Trouble-Shooting	42
Appendix D: A Quick Guide to Stages Report Wizard	43

1. Introduction

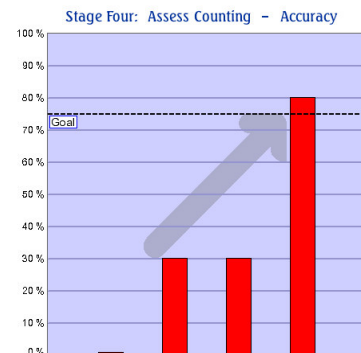
Now that I have lots of saved Stages reports, how can I use the data to account for learner progress?

Stages Report Wizard is a powerful way to illustrate the progress your learners have made over a period of time. Whether you are looking for increased time on task or understanding of specific academic content, Stages Report Wizard can provide visual and numeric representations that tell the story.

Using reports that you save from Stages assessment software, Stages Report Wizard can create graphs that show overall growth in accuracy and independence, tables that show content mastery, and summary reports for alternate assessments, learner portfolios, or meetings to discuss learner progress.

From a set of saved Stages report files for your learner, Stages Report Wizard will automatically generate the following:

Bar Graphs and Line Graphs – graphical illustrations of many aspects of the data, with optional goal line and arrow showing optimal direction toward success.



Content Mastery – tables showing the percent correct on first try for each content item during the first session, the final session, and average for all sessions.

	% Correct on First Try		
	First	Final	Average
one	0%	100%	75%
two	0%	100%	75%
three	0%	100%	75%
four	0%	100%	25%
five	0%	100%	25%
six	0%	100%	25%
seven	0%	100%	25%
eight	0%	0%	0%
nine	0%	100%	25%
ten	0%	0%	0%

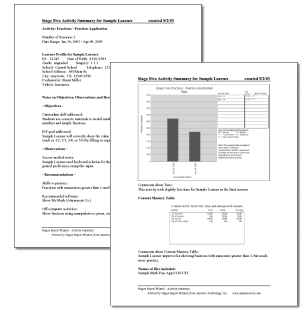
Annotated Report – a report from a single session with your comments.

Stage Four: Assess Counting – Accuracy

Comments:

...

Activity Summary – a comprehensive summary of many sessions, which you can customize with graphs and the Content Mastery table, your comments and information about the learner. You can print and save this document for a learner’s portfolio, share it electronically with colleagues and parents, or use it as a learner progress report.



This User Guide will show you how to use Stages Report Wizard to put together the most effective demonstrations of what your learners have achieved.

2. Getting Started

System Requirements

In order to run Stages Report Wizard, your computer must have the following minimum configuration:

Windows:

166 MHz Intel Pentium processor or greater
Windows 95, 98, ME, NT4, 2000, NT, XP
32 MB or more of installed RAM
800x600 resolution monitor
CD-ROM drive

Macintosh:

120 MHz PowerPC
MAC OS 8.1 to 9.x (OS X in Classic mode)
32 MB or more of installed RAM
800x600 resolution monitor
CD-ROM drive

Starting Stages Report Wizard

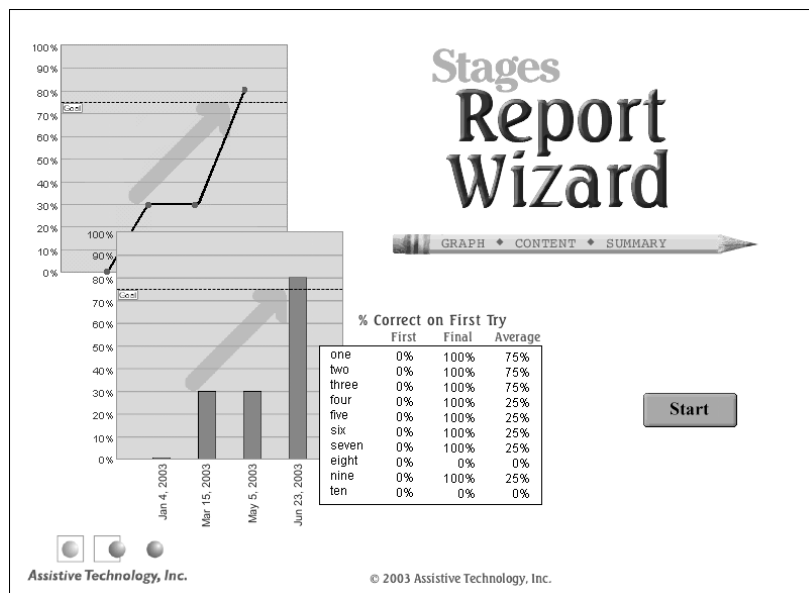
To start Stages Report Wizard, insert the CD in your CD-ROM drive.

- On a Windows computer, the program should start up automatically.
- On a Macintosh computer, double-click the icon for the CD (if it doesn't open automatically), then double-click the icon for Stages Report Wizard.



Note that you can copy the contents of the CD to your hard drive and run Stages Report Wizard from there. However, you will need to keep the original CD in the CD-ROM drive while you use the program.

When Stages Report Wizard is launched you will see the screen below. Click the **Start** button or press any key to begin the program.



Tips



If you have a question about what to do at a screen, click the **Tips** button in the upper right corner of the screen or choose "Show Tips for this screen" from the File menu. You can also use the keyboard shortcut: Ctrl-T (Windows) or ⌘T (Macintosh).

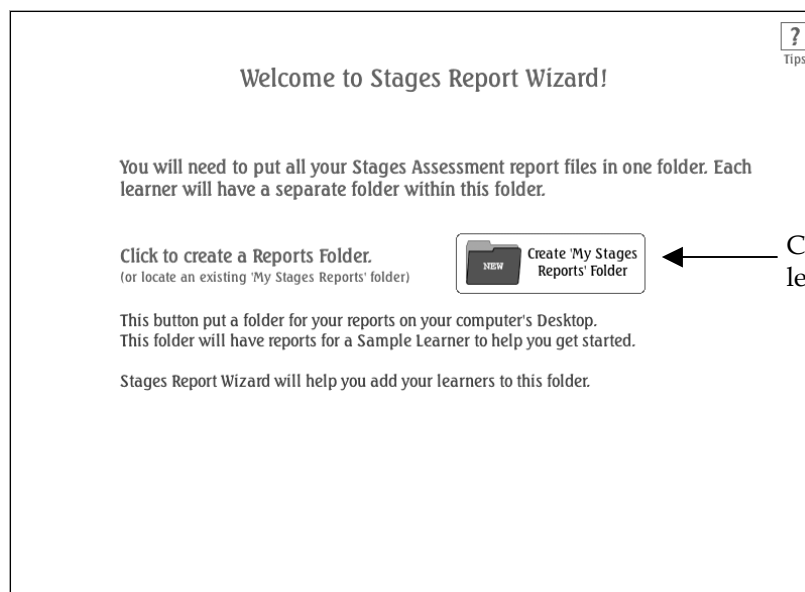
Tips related to the currently available features are displayed in a separate window. Click the **Close** button in the window to exit Tips.

First Time Setup

When you run Stages Report Wizard for the first time, you will see the screen shown below.



Click the button labeled Create 'My Stages Reports' Folder to make a folder on your computer's Desktop for all your Stages reports. This folder will initially contain a 'Sample Learner' folder, which contains a set of reports for each Stage that you can use to become familiar with the program.

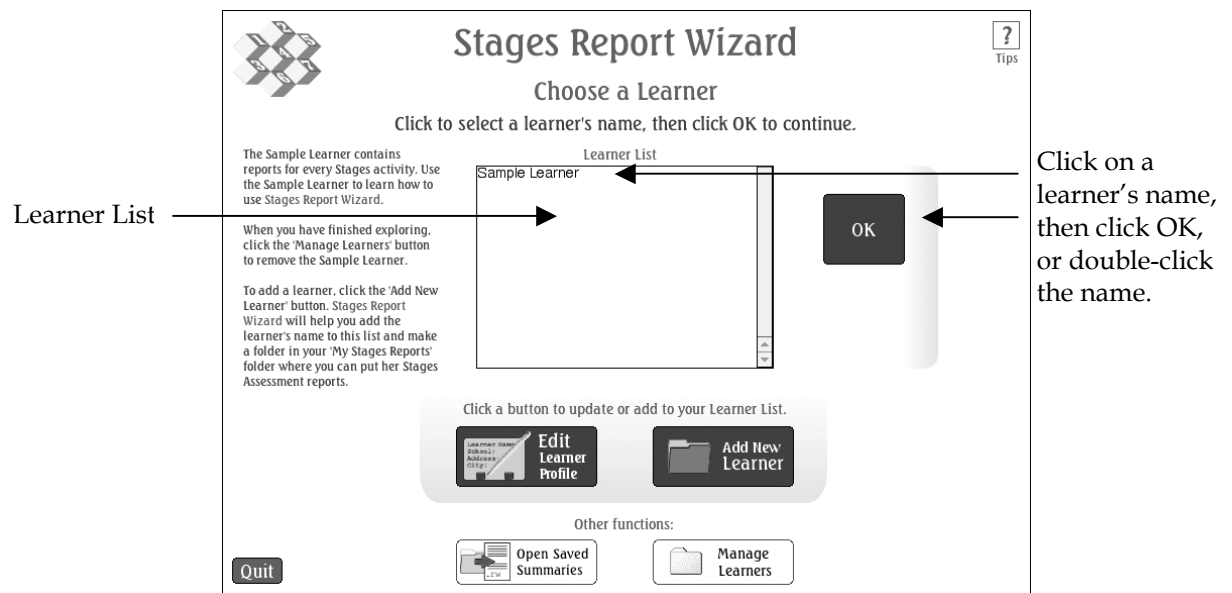


Each time you start up Stages Report Wizard, it will look for the 'My Stages Reports' folder on your Desktop. You will be placing all your learners' Stages report files here. When you are ready to add learners, Stages Report Wizard will help you create individual folders for them. If you have already created folders for your learners, the program will walk you through the process of adding them to your Learner List. (See page 8 for details on adding learners.)

You can move the 'My Stages Reports' folder to any location you prefer. If you move or rename it, the next time you start up Stages Report Wizard, it will ask you to find your folder and then automatically save its new location (see page 35).

Starting with the Sample Learner

Once you have created your 'My Stages Reports' folder, you will see the main screen, shown below. This is the screen you will see each time you start Stages Report Wizard. It allows you to choose a learner, manage your list of learners, or open previously saved Activity Summaries or Annotated Reports.



Initially, the only name in the Learner List will be Sample Learner. Later, as you add learners, Stages Report Wizard will create the files it needs to keep track of them and folders to store their summaries.

To choose a learner, click on a name in the Learner List to select it, then click the OK button. (You can also double-click the learner's name.) This starts you on the process of creating charts and graphs.

Note that you can return to this screen at any time by selecting "Choose a Different Learner" from the File menu.

You can quit Stages Report Wizard by clicking the Quit button at the lower left corner of the screen or choosing "Quit" from the File menu.

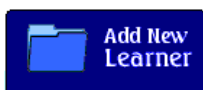
Open Annotated Reports and Activity Summaries you have previously saved by clicking the Open Saved Summaries button at the bottom of the screen. For more information, see pages 18 and 33.

Maintaining Your Learner List

Three of the other buttons on the “Choose a Learner” screen offer additional functions that will become valuable as you use the program more and more.



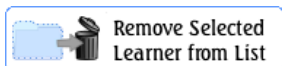
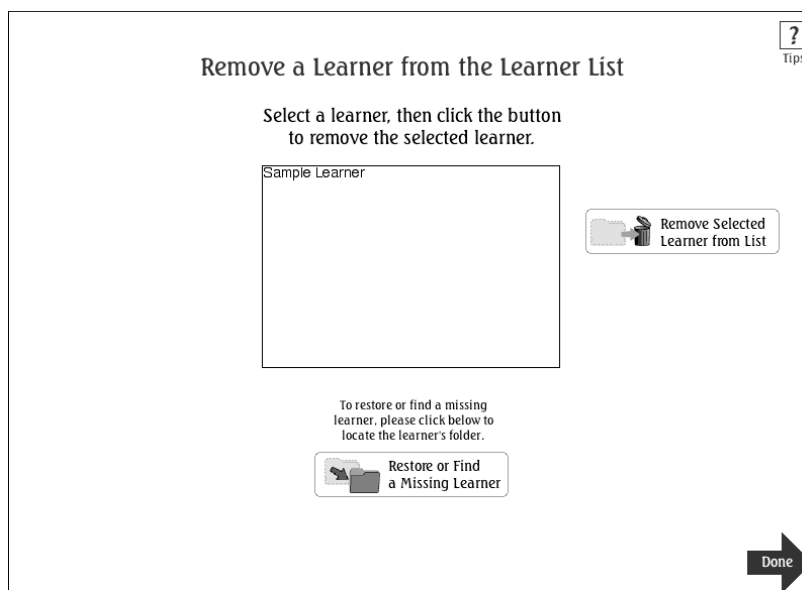
Each learner has a profile that contains demographic information about that learner that does not change from activity to activity or from session to session. To view, add or change this information, click the **Edit Learner Profile** button. For more information on the Learner Profiles section of the program, see page 10.



To add learners to the Learner List, click the **Add New Learner** button. Stages Report Wizard will create a folder for the new learner, if one does not already exist, start the learner's Profile, and add the learner to the Learner List. If you already put a folder for this learner into your 'My Stages Reports' folder, Stages Report Wizard will start the learner's Profile and add the learner to the Learner List. In either case, you will need to put the Stages reports for the learner into his or her folder, which is inside the 'My Stages Reports' folder. For more information on managing your files, see page 9.



To remove a learner from the Learner List or find a missing learner, click the **Manage Learners** button.



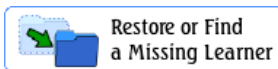
You may wish to remove a learner who has moved away, left your class, or transferred to a different school or facility.

If a learner moves from your facility, send a copy of his or her folder or Activity Summary printouts to the new placement.

Click a learner's name, then click this button to remove a learner from the Learner List. Removing a learner does not delete the learner's folder or any Stages reports. You may leave the learner's folder in your 'My Stages Reports' folder in case you want to restore the learner's name to the list (see below).

If you wish to completely delete the learner's folder and reports, please refer to your computer's manual or online help for assistance.

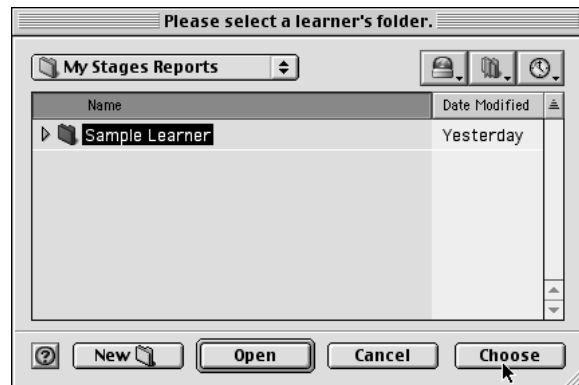
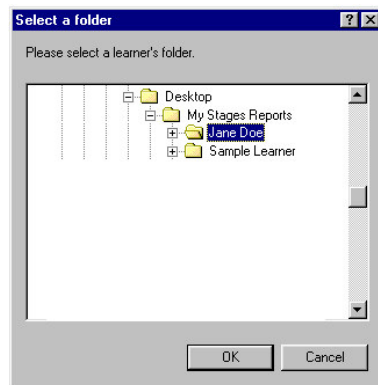
If a learner leaves your facility, it may be useful to send Stages Report Wizard data to his or her new location. This data could include a copy of the learner's folder if Stages and Stages Report Wizard are used there. Even if Stages isn't used in the new program, you can send copies of the printed Activity Summaries and Annotated Reports to the new service delivery team to help them understand the learner's status.



Click the Restore or Find a Missing Learner button if a learner's name doesn't appear in your Learner List. A dialog will open and you can select the learner's folder. Note that you can only restore a learner whose folder is in your 'My Stages Reports' folder. If you don't see the learner's folder there, switch to your computer's Desktop and move the folder into the 'My Stages Reports' folder.

Windows: Click the folder name, then the OK button.

Macintosh: Click the folder name, then the Choose button.



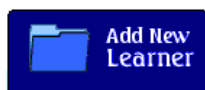
The learner whose folder you select will be added to your Learner List. You can also use this button to restore a learner that you removed from the Learner List.

If you choose a folder for a learner who has never been set up in Stages Report Wizard, you will be prompted to go to the main screen and choose the Add a New Learner button.

3. Your Learner Reports

Adding Learners

When you are ready to use Stages Report Wizard with reports for your own learners, gather the Stages reports you have previously saved and follow these steps. The result will be a set of learner folders within your 'My Stages Reports' folder, as shown on the next page.



1. At the main screen of Stages Report Wizard, click the **Add New Learner** button. A window will open so you can enter the learner's first and last names.

A gray dialog box titled "Add a Learner". Below the title is the instruction "Please type the learner's name." There are two text input fields: "First Name:" with the text "Jane" and "Last Name:" with the text "Doe". At the bottom are two buttons: "Set Up Learner" and "Cancel".

Clicking **Set Up Learner** creates a folder for that learner. Click the **Cancel** button if you choose not to proceed.

Inside the new learner's folder will be an empty Activity Summaries folder, an empty Annotated Reports folder, and the learner's Profile file, which includes just his or her name. You can add more information to the Profile by clicking the **Edit Learner Profile** button on the main screen.

2. After you have created folders for one or more learners, exit Stages Report Wizard by clicking the **Quit** button or choosing "Quit" from the File menu.
3. At the Desktop, copy or move each learner's report files into his or her new folder. When you restart Stages Report Wizard, it will find your learners' folders and report files.

If you wish to learn more about the folders and files that Stages Report Wizard uses, please refer to Appendix A.

You can also create folders for your learners before you launch Stages Report Wizard. Be sure to put the folders in the 'My Stages Reports' folder. The next time you start up Stages Report Wizard, it will create the Activity Summaries and Annotated Reports folders and Profile file in the folder for each new learner it finds.

Organizing Your Learners' Reports Folders

Use this example file “tree” diagram as a model for how to set up your report folders. Follow these simple DOs and DON'Ts as you put learner's reports into folders.

- **DON'T** mix reports for different learners in the same folder.
- **DO** put all reports for the same learner in the same folder in the 'My Stages Reports' folder.
- **DO** mix reports for different Stages for the same learner in the same folder, if you like.
- **DO** have subfolders, if you like, for different Stages (as in Jane Doe's folder in Figure 1) or different types of activities within a learner's folder (as in James Smith's folder in Figure 1). Stages Report Wizard can locate the reports if they are in the learner's folder (not in a subfolder) or in subfolders within the learner's folder. It won't find reports if they are in subfolders inside the subfolders, however. In Figure 2, Stages Report Wizard will find the reports both in the learner's folder and in the 'Money activities' folder.

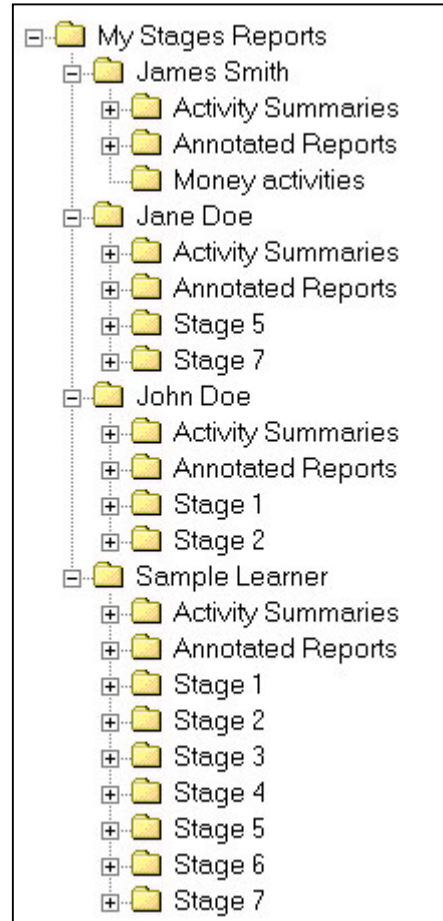


Figure 1

- **DO** put Annotated Reports you save in the Annotated Reports folder. Put the Activity Summaries you save in the Activity Summaries folder. Stages Report Wizard will automatically direct you to these folders when you save these files.



Figure 2

- **DO**, before you begin using Stages Report Wizard (and periodically), make a backup copy of your report folders. Individual reports are very small in size and all reports will probably fit easily on a floppy disk. You can also copy reports to a removable volume, a networked computer, or a CD.

Learner Profiles



Click the Edit Learner Profile button to go to the Learner Profile screen. Here you can enter as much information as you would like about the learner. The only required information is the learner's first and last names. This information will be automatically loaded whenever you start up Stages Report Wizard and choose this learner and will be included in Activity Summaries and Annotated Reports.

Use the Learner Profile to store information that will remain the same for every activity.

A screenshot of the 'Learner Profile' form. At the top, it says 'Learner Profile' and 'Today's Date: Wed, Sep 17, 2003'. The form contains fields for 'First Name' (Sample), 'Last Name' (Learner), 'ID#', 'DOB', and 'Grade/Class'. Below these are checkboxes for 'Current Stage(s)' from 1 to 7. There are sections for 'School/Facility', 'Address', 'City', 'State/Province', 'ZIP/Postal Code', and 'Phone'. To the right, there are fields for 'Teacher/Evaluator(s)' (Stuart Miller) and 'Title(s)' (Instructor). Two buttons, 'Save school information as standard data' and 'Fill in standard data', are on the right. At the bottom, there is a large text area for 'Other Learner Information' with the text 'Sample Learner is working on colors next (Stage Four)'. At the very bottom are buttons for 'Clear', 'Cancel', 'Print', and 'Save and Continue'.

After entering the learner's Profile data, you can print this screen by clicking the Print button or choosing "Print" from the File menu.

After you have entered the learner's profile information, click the Save and Continue button. If you wish to leave this screen without saving any information, click the Cancel button.

If you wish to start over with a blank form, click the Clear button or choose "Clear" from the Edit menu. Either method erases all data from the screen.

Save school information
as standard data

If most of your learners share the same school information, you can click the Save school information as standard data button to store it.

Fill in standard data


When you add a new learner and need to enter the same school information, simply click the Fill in standard data button, and the same information will automatically be added.

To change the standard data, edit the data on this screen and click the Save school information as standard data button. Later, click the Fill in standard data button to enter the revised data for future learners.

4. Choosing Reports

Selecting the Activity

Select the Stage for the learner. Stages Report Wizard will automatically detect the Stages of the learner's files.



Stages Report Wizard

Learner Name: Sample Learner

Select the desired Stage by clicking a radio button below.

- ☐ Stage One
- ☐ Stage Two
- ☐ Stage Three
- ☐ Stage Four
- ☐ Stage Five
- ☐ Stage Six
- ☐ Stage Seven

Click to choose the Stage.

Choose a Learner

The buttons for Stages for which no reports were found will be dimmed.

If the learner has reports for just one Stage, Stages Report Wizard will go directly to the activity choices for that Stage, skipping this screen.

After you select a Stage, you will be able to choose the activity at that Stage.

You can return to this screen by selecting "Choose a New Stage" from the File menu.

At the next screen, click the button for the activity you wish to use.

Stage Four Reports ? Tips

Select the Activity to use to view and graph reports.

Colors	Shapes	Math Readiness	Reading Readiness
<input checked="" type="radio"/> Color ID	<input type="radio"/> Shape ID	<input type="radio"/> Number ID	<input type="radio"/> Letter ID
		<input type="radio"/> Counting	<input type="radio"/> Letter Sounds
		<input type="radio"/> Assess Spatial	
		<input type="radio"/> Assess Estimate	
		<input type="radio"/> Assess Patterns	
		<input type="radio"/> Create Patterns	

Choose a Stage Choose Reports

At Stages One, Two and Three, you can select an activity attribute to further refine your file selection.

At Stage One (shown below), you can select the Prompt type. It may be critical for your results to compare the learner's performance using the same type of Prompt method.

If there are no reports for this learner for an activity, its button will be dimmed.

Stage One Reports ? Tips

Select the Activity to use to view and graph reports.

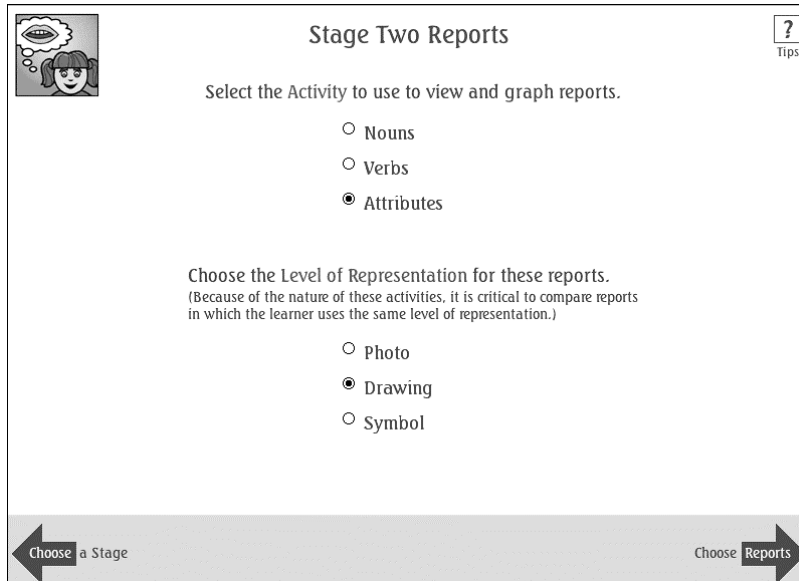
<input checked="" type="radio"/> Press and Hold
<input type="radio"/> Press and Release

Choose the Prompt type for these reports.
(Because of the nature of these activities, it may be critical to compare reports in which the learner uses the same prompt type.)

<input checked="" type="radio"/> Any
<input type="radio"/> Multisensory
<input type="radio"/> Visual
<input type="radio"/> Auditory

Choose a Stage Choose Reports

At Stage Two, you can choose reports based on Level of Representation.



The interface for Stage Two Reports is titled "Stage Two Reports" and includes a "Tips" icon in the top right corner. It features a thought bubble icon with a girl's face in the top left. The main content area contains two sections of radio button options. The first section, "Select the Activity to use to view and graph reports," has three options: "Nouns", "Verbs", and "Attributes" (which is selected). The second section, "Choose the Level of Representation for these reports. (Because of the nature of these activities, it is critical to compare reports in which the learner uses the same level of representation.)", has three options: "Photo", "Drawing" (which is selected), and "Symbol". At the bottom, there are two navigation buttons: "Choose a Stage" with a left-pointing arrow and "Choose Reports" with a right-pointing arrow.

Stage Two Reports

Select the Activity to use to view and graph reports.

- ☐ Nouns
- ☐ Verbs
- ☒ Attributes

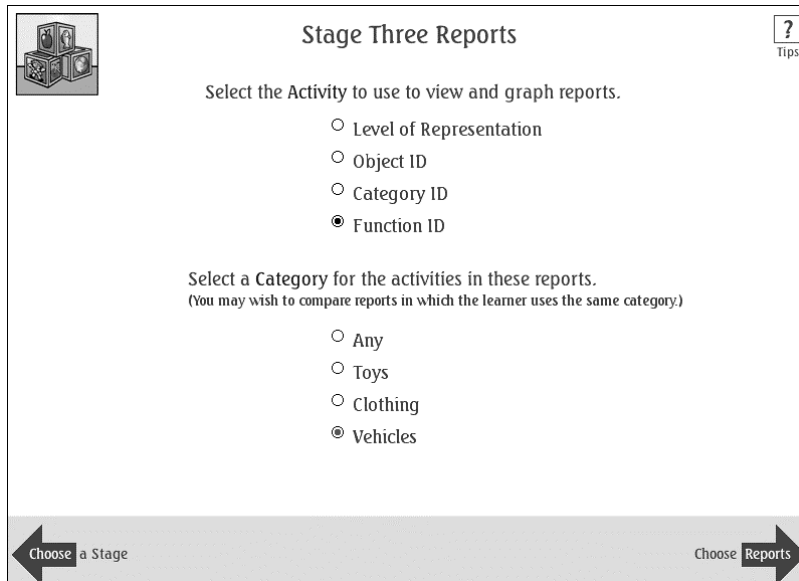
Choose the Level of Representation for these reports.
(Because of the nature of these activities, it is critical to compare reports in which the learner uses the same level of representation.)

- ☐ Photo
- ☒ Drawing
- ☐ Symbol

Choose a Stage

Choose Reports

At Stage Three, you can choose reports based on Category (except for the Level of Representation activity). Choose the **Any** button to include all reports of any type for that activity.



The interface for Stage Three Reports is titled "Stage Three Reports" and includes a "Tips" icon in the top right corner. It features an icon of three blocks in the top left. The main content area contains two sections of radio button options. The first section, "Select the Activity to use to view and graph reports," has four options: "Level of Representation", "Object ID", "Category ID", and "Function ID" (which is selected). The second section, "Select a Category for the activities in these reports. (You may wish to compare reports in which the learner uses the same category.)", has four options: "Any", "Toys", "Clothing", and "Vehicles" (which is selected). At the bottom, there are two navigation buttons: "Choose a Stage" with a left-pointing arrow and "Choose Reports" with a right-pointing arrow.

Stage Three Reports

Select the Activity to use to view and graph reports.

- ☐ Level of Representation
- ☐ Object ID
- ☐ Category ID
- ☒ Function ID

Select a Category for the activities in these reports.
(You may wish to compare reports in which the learner uses the same category.)

- ☐ Any
- ☐ Toys
- ☐ Clothing
- ☒ Vehicles

Choose a Stage

Choose Reports

Some activities at later Stages, such as the Computation activities at Stage Five (shown below), have an additional choice to make, such as whether you want to use Add & Subtract, or Multiply & Divide activity data.

Stage Five Reports ? Tips

Select the Activity to use to view and graph reports.

Reading	Math	Problem Solving
<input checked="" type="radio"/> Letters - Alphabetize	<input type="radio"/> Charts and Graphs	<input type="radio"/> Number Guess
<input type="radio"/> Sounds - Rhyming	<input type="radio"/> Computation - Math Facts	<input type="radio"/> Scrambled Words
<input type="radio"/> Meaning - Dolch Words	<input type="radio"/> Computation - Word Problems	<input type="radio"/> Making Words
<input type="radio"/> Context - High Frequency	<input type="radio"/> Geometry	<input type="radio"/> Tic Tac Toe
	<input type="radio"/> Fractions	<input type="radio"/> Mystery Games

Choose the specific activity.

☒ Beginning - One Letter

☐ Advanced - Two Letter

Choose a Stage Choose Reports

After selecting an activity, and in some cases the specific activity within that set, click the Choose Reports button to continue.

Creating a Report Set

Stages Report Wizard will now display the name, date, and input method used for each learner's report file for the activity you chose. Any unfinished activities are identified by the word "Incomplete" in the column before the report name.

Sample Learner
Stage One:
Press and Hold

Choose Reports

To graph, a report set must contain from 2 to 10 reports.
You can also preview a report, annotate it with your comments, and save or print it.

Click on a report name to select it. Use Ctrl or Shift to select multiple reports, then click the Add button.

Learner Reports

	Date	Input Method	Report Name
Incomplete	Aug 15, 2003	Switch	Sample P&H 1 Vis.txt
	Oct 14, 2003	Switch	Sample P&H 2 Mult.txt
	Oct 18, 2003	Switch	Sample P&H 3 Vis.txt
	Dec 17, 2003	Mouse	Sample P&H 4 Mult.txt
	Feb 26, 2004	Mouse	Sample P&H 5 Mult.txt
	Apr 25, 2004	Mouse	Sample P&H 6 Mult.txt

Include in Activity Summary:

	Date	Input Method	Report Name
	Aug 15, 2003	Switch	Sample P&H 1 Vis.txt
	Oct 18, 2003	Switch	Sample P&H 3 Vis.txt
	Dec 17, 2003	Mouse	Sample P&H 4 Mult.txt
	Feb 26, 2004	Mouse	Sample P&H 5 Mult.txt
	Apr 25, 2004	Mouse	Sample P&H 6 Mult.txt

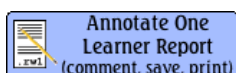
Choose an Activity

To Graphs

Annotations:

- save data for one report, with your comments (points to 'Annotate One Learner Report')
- add selected reports to graph from the upper list (points to 'Add selected reports to set')

At this screen you will select reports to work with from the upper list. Note that only Assess activities are listed; Explore activities aren't available for analysis by Stages Report Wizard.



Click the Annotate One Learner Report button if you wish to view an individual report before including it. You can also add comments and save or print this Annotated Report (see next page). This is particularly useful for documenting valuable information about sessions marked as Incomplete, as you cannot create graphs or tables using these reports.

During a Stages assessment, if you choose to skip out of an activity, it is marked "Incomplete" by Stages Report Wizard.

To create graphs, you need from 2 to 10 reports for completed activities.

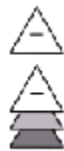
To create a Content Mastery table, you need at least one completed activity.

To graph reports or create Content Mastery tables, select reports individually from the top list and add them to the box at the bottom of the screen. Note that you cannot add reports marked as Incomplete.

There are several ways to add one or more reports at a time. You can:

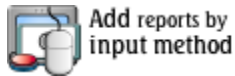


- double-click a report name;
- click a report name to select it, then click the **Add** button;
- hold down Ctrl and click multiple report names, then click the **Add** button;
- hold down Shift and select a range of report names, then click the **Add** button;
- click the **Add all reports** button to add all completed reports;
- click the **Add reports by input method** (see below)



To remove an activity report from the list at the bottom of the screen, click a report name to select it, then click the **Remove** button. Or, click the **Remove all reports** button to move the entire group of activity reports.

If you choose more than 10 reports, you will be prompted to remove some.



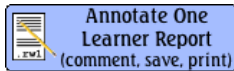
You can also narrow down the number of reports by selecting those activities completed using the same input method. Click the **Add reports by input method** button to choose reports for activities completed using the same input method. It may be important to compare reports in which the learner used the same access method, particularly if the learner does much better using one over another. Clicking this button will take you to a screen where you can choose an input method. When you return to this screen, only reports in which that input method was used will be listed in the lower box.

If you see a message that no reports were found and you are sure that you have some, click the **Choose an Activity** arrow and double-check the activity and the Stage number you have selected. Note that only the reports for Assess activities are included.

When you have selected the desired reports and they appear in the lower box, click the **To Tables and Graphs** button at the bottom right of the screen. (At Stages One and Two, where Content Mastery tables aren't available, this button is labeled **To Graphs**.)

5. Annotating and Printing an Individual Report

Creating an Annotated Report



If you select a report and click the Annotate One Learner Report button at the “Choose Reports” screen, you will go to a screen with the report data and a comments box.

Type any comments you wish to make in the comments box at the bottom of the screen.

A screenshot of the "Annotate One Learner Report" screen. The screen displays report data for "Sample Math_Coun 2.txt". The data includes Stage Four, Date: Nov 02, 2003, Time: 2:44 PM, Learner's Name: Sample Learner, Activity: Assess Counting, Input Method: Mouse, Frequency of Prompt: 5 seconds, and Prompt Type: Multisensory. Below this is a table of results for numbers one through ten, showing tries, correct status, and prompt status. At the bottom, there is a section for "Add notes for this report:" with a text area containing the note "Sample Learner has no problem with counting to numbers 1 through 3." On the right side, there are several buttons: "Preview", "Print annotated report", "Create PDF File", "Save this annotated report", and "Open a different annotated report". A "Done" button is at the bottom right. Annotations with arrows point to these buttons: "preview printout of annotated report" points to "Preview", "print annotated report" points to "Print annotated report", "create PDF file" points to "Create PDF File", "save an annotated report" points to "Save this annotated report", "open saved annotated report" points to "Open a different annotated report", and "add notes" points to the "Add notes for this report:" section.

Report File Name: Sample Math_Coun 2.txt

Stage Four
Date: Nov 02, 2003 Time: 2:44 PM

Learner's Name: Sample Learner
Activity: Assess Counting
Input Method: Mouse
Frequency of Prompt: 5 seconds
Prompt Type: Multisensory

Number	tries	correct	Yes	prompt	0
one	1	correct	Yes	prompt	0
two	1	correct	Yes	prompt	0
three	1	correct	Yes	prompt	0
four	3	correct	Yes	prompt	1
five	3	correct	Yes	prompt	0
six	3	correct	Yes	prompt	0
seven	3	correct	Yes	prompt	1
eight	3	correct	Yes	prompt	0
nine	3	correct	Yes	prompt	0
ten	3	correct	Yes	prompt	0

Number of Prompts:

Add notes for this report: You may wish to review your Observation Forms for this session.

Sample Learner has no problem with counting to numbers 1 through 3.

Be sure to print and save before leaving this screen.

Done

Annotations:

- preview printout of annotated report (points to Preview button)
- print annotated report (points to Print annotated report button)
- create PDF file (points to Create PDF File button)
- save an annotated report (points to Save this annotated report button)
- open saved annotated report (points to Open a different annotated report button)
- add notes (points to Add notes for this report: section)

At this screen, you can print an Annotated Report, which includes the report data, your notes, and the learner's Profile information.

Click the **Preview** button to view the report before printing. While the preview is showing, click on it to flip through the pages.

The first time you start to create a PDF file, Stages Report Wizard will ask if you wish to install the PDF software.

Click the **Print annotated report** button to print the report.

(*Macintosh users:* If you have just created a PDF file, remember to go to the Chooser and select your standard printer.)

Click the **Create PDF file** button to save the document as an electronic PDF (Portable Document Format) file. You can then open the PDF file on either a Macintosh or Windows computer to view its contents, save it in your learner's folder, print it to include in a portfolio, or e-mail it to colleagues. See Appendix B for details about the PDF software.

Macintosh Users: Be sure to select the PrintToPDF printer in the Chooser before clicking the Create PDF file button. After creating the PDF, remember to return to the Chooser to select your standard printer.

Windows Users: After clicking the Create PDF file button, select the PDF995 printer in the drop-down menu of the print dialog box.

You will be asked to enter a filename and choose a location to save the PDF file. To open the file, you will need Adobe Reader, which you can install from the Stages Report Wizard CD (see Appendix B).

Click the Save this annotated report button to store the information on this screen. The Annotated Report is saved in the learner's Annotated Reports folder, under a name you choose. Do not change the .rw1 extension that is assigned to this type of file.

If you wish to view or print the Annotated Report at a later time, click the Open a different annotated report button at this screen or the Open Saved Summaries button at the main screen. (You can get to the main screen at any time by selecting "Choose a Different Learner" from the File menu.)

Considering Incomplete Reports

Use an Annotated Report to comment on an incomplete activity. Although these activities can't be graphed, they can still provide valuable information.

Even though Stages Report Wizard does not include data from incomplete activities in graphs or tables, information about those activity sessions might still prove valuable to consider and include when reporting on learner progress. Use an Annotated Report to interpret this data in the Notes box. Indicate why the activity might not have been completed and record next steps to take with this learner and the assessment process.

These are some examples of questions to consider when making comments in the Annotated Report for an incomplete activity:

- Did the learner understand the activity?
- Was the access method working effectively?
- Is the learner feeling well?
- Are medications properly administered?
- Are there issues in the learner's home environment to consider?
- Was the environment distracting or uncomfortable?
- Were there any disruptions during the assessment?
- What steps might be taken to achieve better results during the next session?

6. Graphs

After selecting the reports, click the arrow at the lower right of the screen to see the graphs for this report set. Depending on the activity you have selected, the label on this arrow may be To Tables and Graphs, To Graphs, or To Tables.

Graphs show a picture of overall accuracy and independence.

When you go to the graphing section, Stages Report Wizard will automatically generate all the available line and bar graphs for this activity. As each graph is created, its image is saved in memory so that you can include it in the Activity Summary, if desired.

The graphs show the learner's progress in the areas of Accuracy, Independence and Time on the activity. This key data is critical to showing overall achievement. Data about specific knowledge is presented in the Content Mastery tables (see the next section).



The graphs that are available depend on the Stage – and in some cases, the specific activity – and are described below. The button with the white background shows which graph is currently displayed. Click any button to view one of the other available graphs.

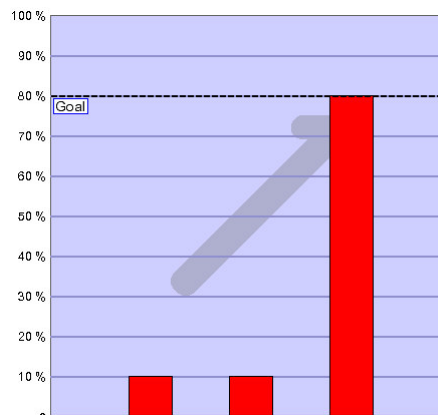


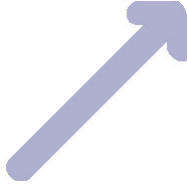
If you are viewing a bar graph and wish to view a line graph, click the Show Line Graph button. The button will change to read Show Bar Graph when you are viewing a line graph.



For Accuracy and Tries graphs, you can add a goal line to show what the learner is striving to achieve. To set a goal, enter a value in the goal box, replacing the word None. Click the Show Goal button to see the line. For Accuracy graphs, enter a percent, a value from 0 to 100. For Tries graphs, enter a value from 1 to 3.

In the example below, the Accuracy goal has been set to 80%.





Hide Arrow

You can also choose whether or not to display the gray arrow. The arrow shows the ideal direction for improvement. It points up for Accuracy graphs and down for Tries and Prompts graphs, giving you an immediate visual guide to learner progress. It does not appear for Time graphs because this data can be interpreted in different ways based on the learner and the activity. See page 27 for a further discussion of time data.

To hide the arrow, click the Hide Arrow button. To show it again, click the Show Arrow button, which replaces it.

At the upper right of the screen, shown below, is a table that displays the dates and values that are plotted in the graphs. Under Session Date is a list of the dates, in the order they are graphed. If more than one session occurs on the same day, the time is listed as well. At the right are the values that are graphed. These values change when you switch to a different graph type.

Date Range: Sep 02, 2002 - Jan 02, 2003

Session Date	Data Values - Input / Prompt
Sep 02	20.0 - M
Nov 02	50.0 - M
Jan 02	100.0 - M

Key to Input Method Abbreviations
M = Mouse S = Switch
T = Touchscreen K = Keyboard
P = Alternative Pointer

Following the data values is a letter code for the input method used. The legend below the table indicates the input method each letter stands for. At Stages 1–3, this letter is followed by the prompt type used: Multi for Multisensory, Audit for Auditory, or Visual.

Copy and paste text between Stages Report Wizard and other applications.

Windows: use Ctrl-C to copy, Ctrl-V to paste.
Macintosh: use ⌘C to copy, ⌘V to paste.

Use the Comments box at the lower right of each screen to enter notes about the graph or the learner's performance that may not be apparent from the data. Refer to your Observation Forms for any relevant information. You may wish to compose your comments in another application, such as a word processing program, where you can see the entire text at once. This also gives you an opportunity to check for spelling and grammar before including it in Stages Report Wizard. In the other application, copy the text. Then click on the Comments box in Stages Report Wizard and press Ctrl-V (Windows) or ⌘V (Macintosh) to paste your text there. You can also copy text you type in Stages Report Wizard by pressing Ctrl-C (Windows) or ⌘C (Macintosh) and paste it into another application.

As you switch from graph to graph, each image is being automatically captured for inclusion in the Activity Summary. The most recent image displayed for each graph type will be used. Therefore, if you choose to add a goal line or remove the arrow, click the buttons to view all graphs, including line and bar graphs, in order for your goal lines and arrows to appear as you want them in the Activity Summary.

When you are done viewing graphs, click the button labeled **Go to Table** for activities in Stages 3–7 that generate Content Mastery tables. Otherwise, the button is labeled **Go to Summary** and clicking it allows you to proceed to create an Activity Summary.

Accuracy Graphs

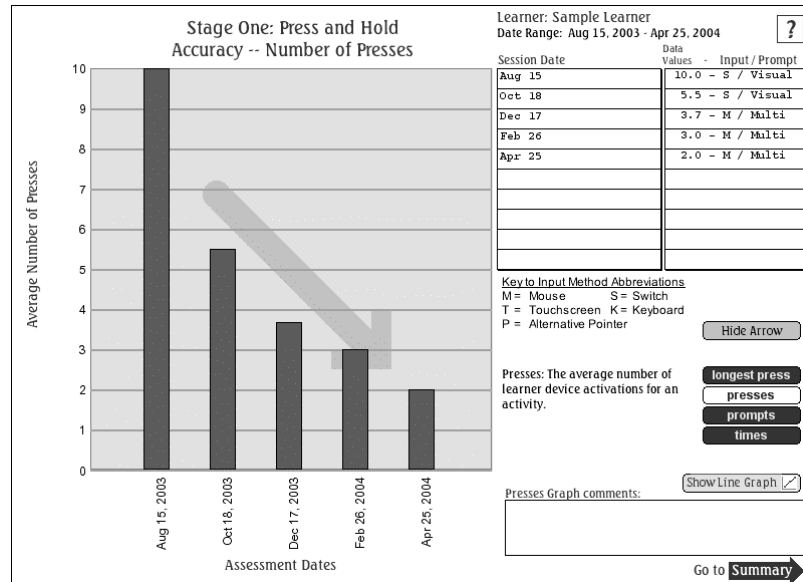
An Accuracy graph shows how well the learner understood the overall concept of the activity. It does not show mastery of specific content. (See the section that follows about Content Mastery tables for this information.)

Accuracy is defined in different ways, depending on the Stage. In general, the graph for Accuracy depicts how well the learner is moving toward the goal of the activity.

Stage 1: In Press & Hold activities, a low number of presses indicates that the learner has a better understanding of cause and effect and can control the input device. The goal is to have one long press for each activity. The data represents the average total presses and average longest press for each activity saved in one report.

Accuracy graphs for Press & Hold activities:

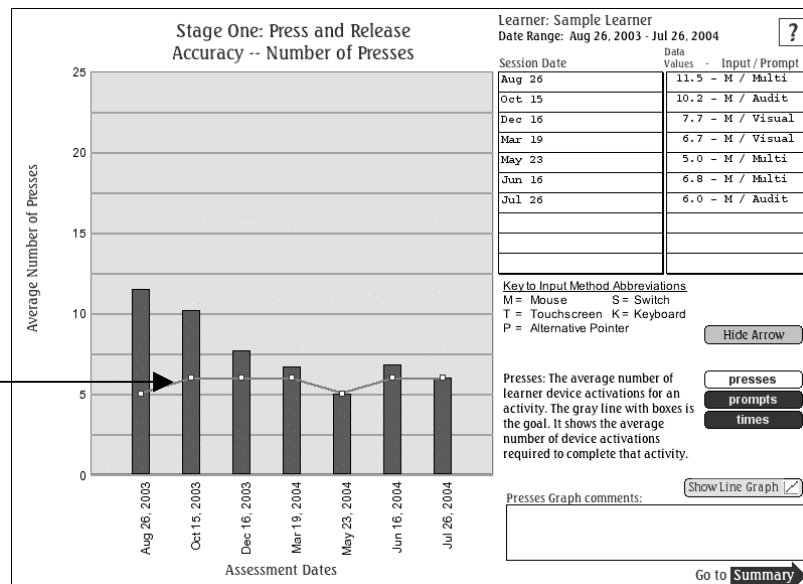
- Average total number of presses
- Average longest press



In Press & Release activities, the learner should also have a low number of presses. The goal is for the learner to enter the same number of presses as the number of required presses for each activity. Therefore, the data that is graphed compares the average number of presses for each activity to the required number of presses.

Accuracy graph for Press & Release activities:
Average total number of presses vs.
number of required presses

The gray line indicates the required number of presses for Stage One Press & Release activities.



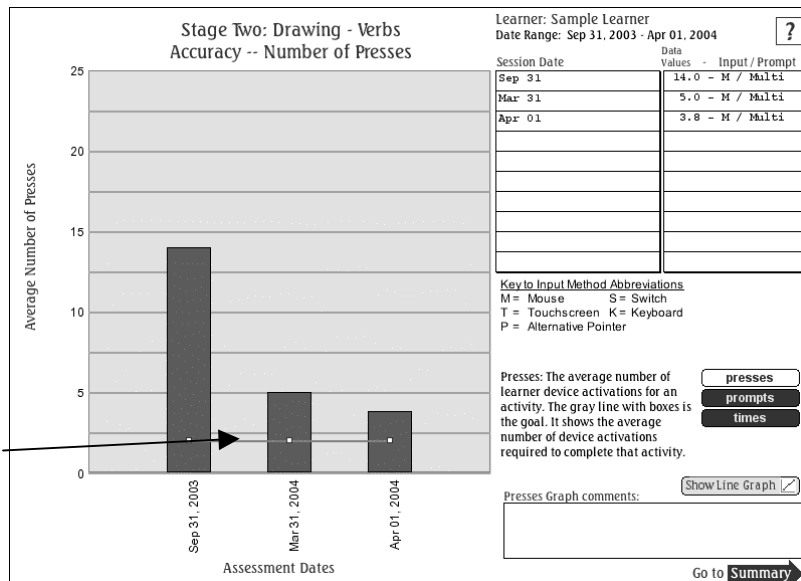
Stage One Press & Release graphs display a gray line that indicates the number of presses that were required to complete the activity. You can compare the number of presses the learner made to these values to determine how close they are to the target goal. Optimally, the number of learner presses should match the number of required presses.

Note that the number of required presses may not be a straight horizontal line if the same number of parts of the activity weren't completed for every report. For example, on one day the learner may do two Press & Release activities, which are saved in the same report, and on another day, do all six activities in a row.

Stage 2: In Stage 2, the learner should also have a low number of presses. The goal is for the learner to enter the same number of presses as the number of required presses for each activity. Therefore, the data that is graphed compares the average number of presses for each activity to the required number of presses.

Accuracy graph for Stage Two activities:
Average total number of presses vs.
number of required presses

The gray line indicates the required number of presses for Stage Two activities.

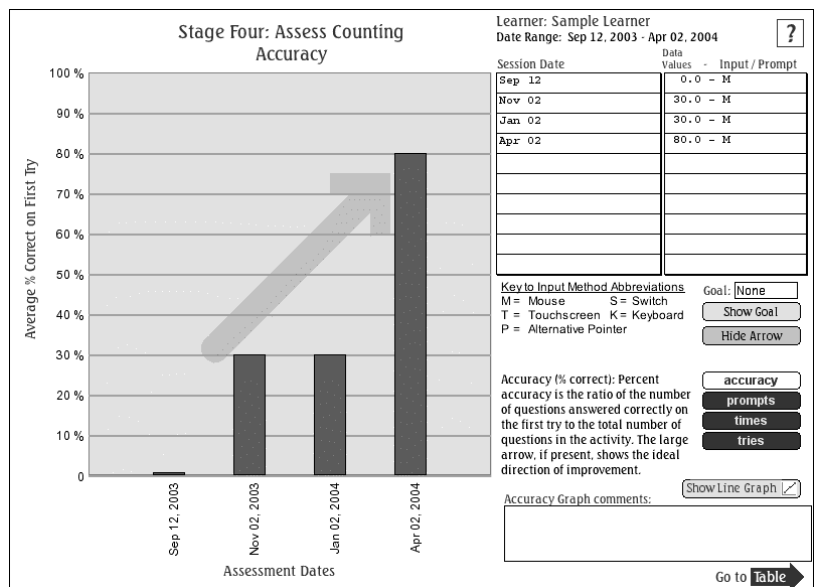


Stage Two graphs display a gray line that indicates the number of presses that were required to complete the activity. You can compare the number of presses the

learner made to these values to determine how close they are to the target goal. Optimally, the number of learner presses should match the number of required presses.

Stages 3–7: In the remaining Stages, the learner is asked to make a choice to select the correct target, based on the question. In many activities, incorrect answers are removed, making it more likely that the learner will choose the correct answer. To eliminate the possibility of a learner ultimately choosing the correct answer by chance or because it was the only remaining choice, Stages Report Wizard defines a correct answer as one that is chosen on the first try. A different graph shows the number of tries, so that data is also available.

% of questions answered correctly on first try

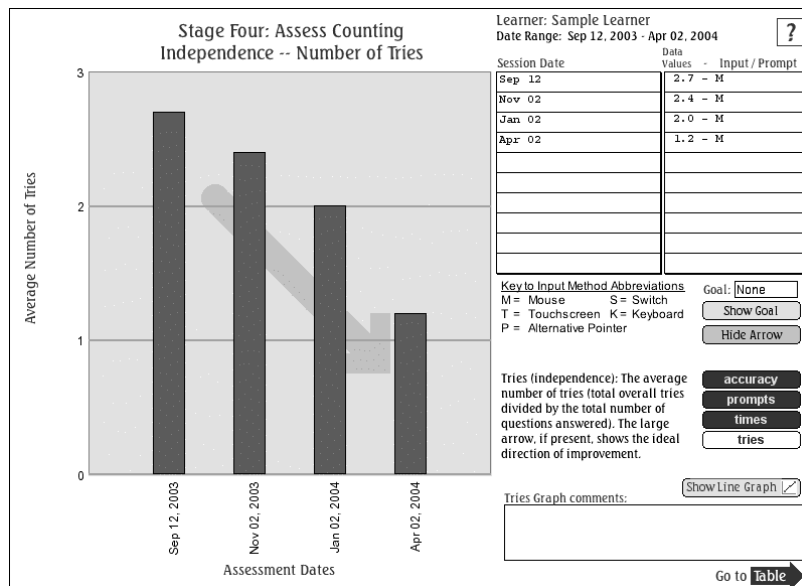


Independence Graphs

There are two types of Independence graphs in most Stages. One indicator of increased independence is a reduced number of prompts required for the learner to complete the task. In early Stages (1–4), Independence graphs for the average number of prompts required during the session are generated.

Another indicator of independence is the number of tries required to answer the question, regardless of whether the question was ultimately answered correctly or incorrectly. In later Stages (3–6 and some activities in 7), the number of tries is tracked and can be graphed.

The fewer prompts and tries required to complete the activity, the more independent the learner is.



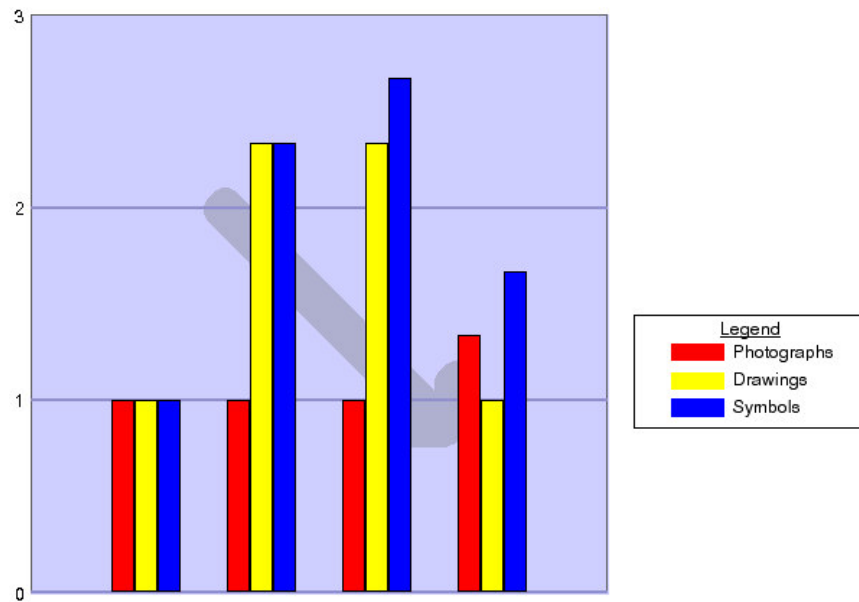
The following graphs are generated for Independence in the seven Stages:

Stages 1–2: Independence – average number of prompts

Stages 3–4: Independence – average number of prompts
Independence – average number of tries

Stages 5–7: Independence – average number of tries

At Stage Three, the Level of Representation activity displays separate bars or lines for the three different levels of representation. This allows you to compare learner performance with respect to each type.



Stage Five has special graph types for the *Making Words* activity (creating words using the letters from the word STRIPE). The graphs indicate the learner's average number of words and the average word length. Keep in mind that the two measures should be combined to judge the learner's accomplishment. For example, a high average word length may offset a low word count.

The Stage Seven open-ended activities, which have no right or wrong answers (i.e., Building Sentences, Writing Sentences, and Making Stories), are not graphed. Instead, Content Mastery tables show the learner's achievement.

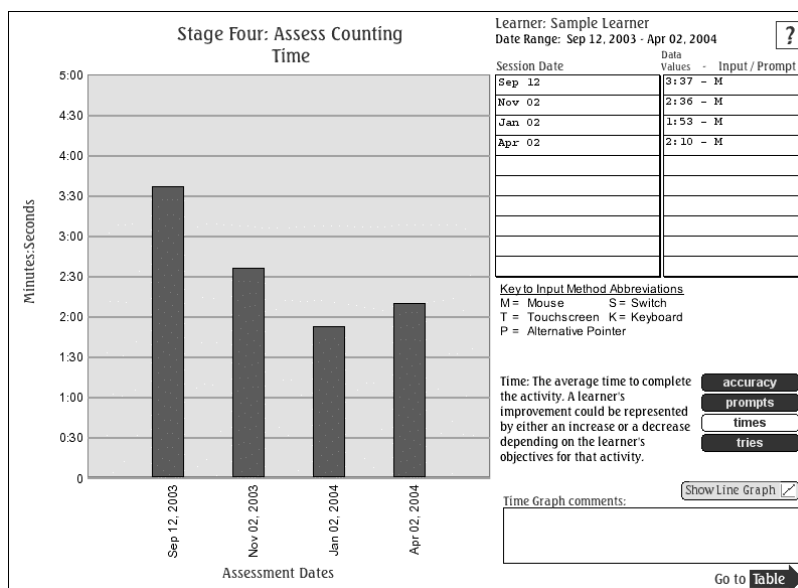
Time on Activity Graphs

A final indicator is the length of time a learner took to complete the activity. Note that there is not a “right” or “wrong” amount of time. Therefore, there is no arrow on this graph to indicate the ideal direction of improvement.

Should Time increase or decrease over time? It depends on the learner, the activity, and the situation.

If a learner spends more and more time on an activity, it may be because she finally understands the content and needs to take time to think and process her answer. In other cases, taking longer to complete an activity may indicate that the learner was distracted, requiring many prompts, or getting many answers incorrect.

If a learner takes less time to complete an activity, it could also mean several things. For example, he could understand the content well enough to complete the activity accurately in less time. However, it could also mean that random clicking or guessing, combined with the Stages feedback of successive approximation, allowed him to complete the activity quickly.



In either case, you will need to refer to your Observation Forms to learn what the time on activity value truly means. Use the Comments box for the graph to include your interpretation of the learner's performance in the Activity Summary.

Images of Graphs

Choose “Copy screen image” from the Edit menu if you wish to place a copy of the screen on your computer’s Clipboard. This allows you to switch to a different application and use the “Paste” command from its Edit menu to place the image there. This may be a convenient way to create assessment reports using your local district’s forms.

Only the text in the scrolling Comments box that is visible on the screen will be captured. To copy the entire text, select all the text in the Comments box, then press Ctrl-C (Windows) or ⌘C (Macintosh). In the other application, choose “Paste” from its Edit menu to place a copy of the full text there.

7. Content Mastery Tables

Content Mastery tables help you choose appropriate curriculum software to help your learner build needed skills.

Content Mastery tables are available for Stages 3–7, as those Stages contain activities that are curriculum-based in nature. You can learn from these tables what specific content the learners have mastered, and where they need more practice.

In most Content Mastery tables, the question labels or descriptions are listed in the left column. There are three columns with percents that indicate whether the learner got the correct answer on the first attempt. Because so many of the activities are designed to provide instructional feedback when the learner gives an incorrect response, they use a strategy known as successive approximation, or removal of one or more incorrect answers after a wrong response. Therefore, the most valid way to show mastery of the content is if the learner gets the correct answer at the first attempt.

The column labeled “First” shows content mastery for the first session of the set. The column labeled “Final” shows content mastery in the last session of the set. The column labeled “Average” shows the average of all sessions for each content item. For the First and Final columns, the percent will be either 100% (the learner got the answer correct on the first try) or 0% (the learner got the answer wrong on the first try). The percent values in the Average column will vary, as the averages for all sessions are computed.

If you are viewing a Content Mastery table for just one session, all three columns will show the same values, as the First and Final sessions are the same session, and the average is also the same.

% Correct on First Try for First, Final, and Average of All Sessions

Content	First	Final	Average
one	100%	100%	100%
two	100%	100%	100%
three	0%	100%	67%
four	0%	100%	67%
five	0%	100%	67%
six	0%	100%	33%
seven	0%	100%	33%
eight	0%	100%	33%
nine	0%	100%	33%
ten	0%	100%	33%

Shown above is the Content Mastery table for the Stage 4 Counting Assess activity in the Math Readiness section. From this table, you can identify which specific numbers the learner has mastered and which require more practice.

[illegible]

Choose “Copy Screen Image” from the Edit menu if you wish to capture the Content Mastery table for use in another application. If the table is a scrolling text box, only the visible text will be captured. The complete text, however, will be included in the Activity Summary.

8. Activity Summaries

After viewing and customizing your graphs and tables, you will go to the Create an Activity Summary screen. Here you can choose what you want to include in an Activity Summary.

The Activity Summary is created for the current activity. It compiles all the graphs, Content Mastery table, your comments and the learner's Profile data into one comprehensive document. You can preview the Activity Summary, print it to a printer attached to your computer, create a PDF (Portable Document Format) file, and store it for future edits or distribution.

Select items in the left panel and place into the right panel in the order you want them to appear in the Activity Summary.

For the Stage 4 – Counting activity, for example, you can choose to include the following data in your Activity Summary.

- Date created (header)
- Date printed (footer)
- Learner Profile information
- Notes and Recommendations
- Accuracy line graph
- Accuracy bar graph
- Comments about Accuracy
- Prompt line graph
- Prompt bar graph
- Comments about Prompts
- Tries line graph
- Tries bar graph


Comments about Tries
 Time line graph
 Time bar graph
 Comments about Time
 Content Mastery table
 Content Mastery comments
 Names of report files
 Prepared by (a signature line for the preparer)

Comments will appear in the list only if you added comments to the graphs and or table.


Initially, the list will show just bar graphs, not line graph. Use the check boxes below the left panel to list one or both types of graphs.

- ☒ Include bar graphs in list
☐ Include line graphs in list


Customize your Activity Summary by selecting items to include from the list on the left. There are several ways to add one or more items at a time. You can:




Add all



Add



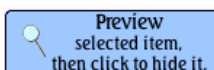
Remove



Remove all

- double-click an item;
- click the **Add all** button to add all items
- click an item to select it, then click the **Add** button;
- hold down Ctrl and click multiple items, then click the **Add** button;
- hold down Shift and select a range of items, then click the **Add** button

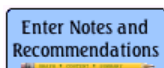
To remove an item from the list at the right, click an item to select it, then click the **Remove** button. Or, click the **Remove all** button to move the entire list of items.



You may wish to preview an item to see what information it contains before adding it to the Activity Summary. To preview an item, click its name in the left panel, then click the Preview button above. After previewing the item, click anywhere on the screen to hide it.

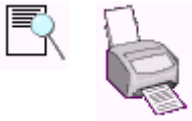


If you preview the Learner Profile information and find that it needs to be updated, click the Edit Learner Profile button to make changes. The revised information will be included in the Activity Summary.



You may also wish to enter information in the Notes and Recommendations section before creating the Activity Summary. For more information, see the section that follows, on page 34.

The list at the right, which contains the items you have added, shows the order in which they will appear in the Activity Summary. If you wish to change the order of the items that have been placed, select an item you wish to move and use the up and down arrows on the keyboard to move it within the list.



After you have selected and added the items that you wish to include, click the **Preview this Summary** button to view the report or click the **Print this Summary** button to print it to the printer attached to your computer. (*Macintosh users:* After creating a PDF file, remember to go to the Chooser and select your standard printer.)



Click the **Store this Summary to Recreate Later** button to save the contents of the Activity Summary in the learner's Activity Summaries folder using a name you choose. When you save the Activity Summary, you can open it later using Stages Report Wizard. The file is saved in a unique format that allows Stages Report Wizard to recreate the graphs and tables when you open it.



Click the **Recreate a Stored Summary** button to open a previously saved Activity Summary. If there are graphs in your Activity Summary, they will momentarily flash on the screen as Stages Report Wizard automatically recreates them.

You can also open a stored Activity Summary by choosing the **Open Saved Summaries** button at the "Choose a Learner" screen. Note that because of the way in which these reports are generated, they are not saved in a format that you can import into another application. However you can create an electronic version (PDF file).



Click the **Save this Summary** button to create a PDF file that matches the printed Activity Summary.

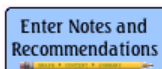
The first time you click this button (or the Annotated Report's PDF button), you will be asked if you wish to install the PDF software. See Appendix B, page 40, for details about the PDF software.

Macintosh Users: Be sure to select the PrintToPDF printer in the Chooser before clicking **Create PDF file**. After creating the PDF, remember to return to the Chooser to select your standard printer.

Windows Users: After clicking **Create PDF file**, select PDF995 in the drop-down printer menu of the print dialog box.

You will be asked to enter a name and choose a location to save the PDF file. To open the PDF files, you will need Adobe Reader, which is included on the Stages Report Wizard CD (see Appendix B).

9. Entering Notes and Recommendations



At the Activity Summary screen, you can also choose to enter notes about the learner and the activity. Click the Enter Notes and Recommendations button to proceed.

This form can help you document areas such as the learner's academic objectives for the activity, off-computer practice recommendations, and behavioral responses such as attention to task.

A screenshot of a form titled "Notes and Recommendations for Sample Learner - Press and Hold". The form is divided into several sections. On the left, under "Objectives", there are two text boxes: "Curriculum skill addressed:" and "IEP goal addressed:". Below this is the "Observations" section with four text boxes: "Attention to task:", "Related behaviors:", "Access method notes:", and "Evaluator strategies used:". On the right, under "Recommendations", there are four text boxes: "Skills to practice:", "Recommended software:", "Off-computer practice:", and "Practice at home:". At the bottom, there are two more text boxes: "Learner will be reassessed on:" and "Additional comments:". A "Done" button with a right-pointing arrow is located at the bottom right. A small "?" icon with the word "Tips" is in the top right corner.

Enter text as desired to clarify and expand upon the data in the Activity Summary. The three general categories of Notes are:

- ❖ Objectives
- ❖ Observations
- ❖ Recommendations

You can also indicate the date for the next assessment, and any other comments.

You may wish to compose and carefully check your notes in another application. Select text that you want to place in one of the scrolling Notes text boxes and select "Copy" from the application's Edit menu. In Stages Report Wizard, click on the text box where text should go, then press Ctrl-V (Windows) or ⌘V (Mac) to paste the text there.

At the Activity Summary screen, you can add Notes and Recommendations to the list of items to include in the Activity Summary printout. They will be included in the Activity Summary file when you click the Store this Summary to Recreate Later button.

10. Questions and Answers

These questions and answers focus on methods and strategies for Stages Report Wizard. For answers to trouble-shooting questions, see Appendix C.

Q: When I organize each learner's reports in folders, can I rename the reports?

A: Yes. Stages Report Wizard looks at the data in the file to determine the actual activity name, date and time of the session. As long as the name of the activity has not been altered in the report file itself, the Report Wizard can extract it. Other information that may not be altered are the learner's performance data for that activity and time/date information in the report.

Q: After I have added learners, can I change the names of their report folders?

A: Yes. Stages Report Wizard will automatically recognize that the learner's Profile is the same and update the file that keeps track of each learner's folder name.

Q: Can I change which folder Stages Report Wizard uses for my main reports folder?

A: Yes. If you wish to change to a different folder of Stages reports, choose "Update Reports Folder Location" from the File menu. You will see the screen below. (You will also see this screen if you move or rename your 'My Stages Reports' folder.)



Click the upper button to show Stages Report Wizard where your reports folder is. You will see a folder selection dialog box similar to the one on page 7. If the folder you choose hasn't yet been set up for Stages learners, you will be asked if you want to add a learner for each folder it finds. You can also click the lower button on this screen to create a new 'My Stages Reports' folder.

Q: How often should I make backup copies of my learner's data?

A: We recommend that you make backup copies of your entire learner's folder each time you add reports to it or save Activity Summaries or Annotated Reports. It only takes a minute or so to make the backup copies because the files are so small. Keep a floppy disk handy for the backup copies, or copy the folder to a different hard drive, to a removable disk or CD, or to another computer on your network. For instructions on making copies of files, please refer to your computer's on-line help system or user manual.

Q: What do I do if I have Stages Assessment report files for learners on several different computers?

A: You will need to copy the report files to a floppy disk, removable drive, or networked computer in order to transfer them to the computer where you will use Stages Report Wizard. The Stages report files are very small in size, so it is a quick process to copy even hundreds of these files.

When you are ready to copy the report files to the computer where you will use Stages Report Wizard, make a folder for each learner inside your 'My Stages Reports' folder. (If this folder isn't already on your computer's Desktop, start up Stages Report Wizard and it will create one for you.) Then copy the files for each learner into his or her new folder. When you start up Stages Report Wizard, it will help you add these learners to your Learner List.

Q: Does it matter if the Stages reports were originally created on a Macintosh or Windows computer?

A: No, Stages Report Wizard can read and work with both types of files. You can put both types of files in a learner's folder. Although there is a difference in the way Macintosh and Windows computers save text files, Stages Report Wizard can compare reports regardless of the type of computer on which they were originally saved.

Q: Can I open a saved Activity Summary in another application?

A: No, the Activity Summary is stored in a format that can only be used by Stages Report Wizard. The file contains the data needed to recreate the graphs and tables. However, you can create a PDF file if you want an electronic version of the Activity Summary printout (see Appendix B). You can also copy any graph or table (using "Copy screen image" from the Edit menu) and paste it into another application, such as Microsoft Word. Then you can add your own comments and save it as a Word document.

Appendix A: Stages Report Wizard Files

Stages Report Wizard creates several different folders and types of files as you use it. You don't need to learn about this information to make the best use of Stages Report Wizard. It is provided to assist in file management and trouble-shooting and for those curious about how the program handles data.

Stages Reports

Reports saved from the Stages Assessment Software are plain text files. On Macintosh computers, they can be opened with SimpleText. On Windows computers, they can be opened with NotePad or WordPad.

If you modify the report files using these applications, they may not be readable by Stages Report Wizard. If you open them to view them, be careful not to add any text (even spaces or blank lines). If Stages Report Wizard doesn't list files stored in a learner's folder of reports, it may be because you have inadvertently modified them. If you open a report and see an obvious error, such as blank line or the word "Stage" misspelled at the beginning, you can correct it without deleting any spaces (which may be tabs) and resave it.

The names of report files are not important to Stages Report Wizard. The program gathers all the data from the contents of the file, not its name or date of creation or modification.

PDF Software

For information about the PrintToPDF (Macintosh) and PDF995 (Windows) folders and files, please refer to Appendix B.

Folders

Activity Summaries When you add a learner, Stages Report Wizard creates a folder named Activity Summaries inside the new learner's folder. This folder is where all the Activity Summaries are automatically saved. When you open a previously saved Activity Summary, Stages Report Wizard will look for the summaries in this folder.

Annotated Reports When you add a learner, Stages Report Wizard creates a folder named Annotated Reports inside the new learner's folder. This folder is where all the Annotated Reports are automatically saved. When you open a previously saved Annotated Report, Stages Report Wizard will look for the reports in this folder.

ATI Prefs Stages Report Wizard preferences are stored in a folder named ATI Prefs. On Macintosh computers, this folder is in the Preferences folder of your System folder. On Windows computers, this folder is in the Windows folder. This is the same location where all your Stages preferences files are saved. If the folder does not already exist on your computer, Stages Report Wizard will create it along with the Report Wizard Prefs.txt file.

The Report Wizard Prefs.txt file stores the location of your 'My Stages Reports' folder. It also stores information about whether you have used Stages Report Wizard on the current computer and whether the PDF software has been installed. It is safe to delete this file to create a fresh computer environment on which to run Stages Report Wizard.

Also stored in this folder is a log file that captures messages from Stages Report Wizard. If you ever encounter a problem using Stages Report Wizard, the ATI Technical Support team may ask you to e-mail this small file to help in trouble-shooting.

Each time you choose a different learner, Stages Report Wizard makes a copy of his or her reports and sorts them into temporary folders in the ATI Prefs folder. This allows you to keep reports both "loose" in the learner's folder, and also in folders within the learner's folder. It also prevents the potential problem of reports misfiled in incorrect Stages folders within the learner's folder.

Files

Profiles.rwi The Profiles.rwi file is an index file of the names of all learners for whom you have created profiles. This file stores the name of the learner, the name of his or her folder of reports, and the location of his or her profile file.

Prodef.rwd The Prodef.rwd file stores information about the school (name, address, phone number) and teacher/evaluator (name and title) so that you don't have to type in the same school name and address for every learner. This file is created or updated when you click the **Save school info as standard data** button in the Profiles.

learner.rwp The .rwp file stores the demographic information about your learner, which you entered in the Profile section. You choose the location of this file when you click the **Done** button after entering the information.

This file is automatically updated if you edit the learner's profile. The file name is generally the first character of the learner's first name followed by up to 7 letters of the learner's last name. If another

learner has already been assigned that name, Stages Report Wizard will append a number to the filename so that each learner has a unique name for his or her .rwp file.

AnnotatedReport.rw1 An .rw1 file contains all the information needed to recreate an Annotated Report for one session. Clicking the **Save this Annotated Report** button gives you an opportunity to name this file. Do not change the .rw1 extension. The file is automatically saved in the learner's Annotated Reports folder. You can recreate Annotated Reports to view and print by clicking the **Open Saved Summaries** button at the "Choose a Learner" screen, going to the Annotated Reports folder for a learner, and selecting the desired .rw1 file.

ActivitySummary.rws An .rws file contains all the information needed to recreate an Activity Summary for a set of reports. Clicking the **Store this Summary to Recreate Later** button after viewing graphs and tables for your set of reports gives you an opportunity to name this file. Do not change the .rws extension. The file is automatically saved in the learner's Activity Summaries folder. You can recreate Activity Summaries to view and print by clicking the **Open Saved Summaries** button at the "Choose a Learner" screen, going to the Annotated Reports folder for a learner, and selecting the desired .rws file.

Appendix B: PDF Software

Assistive Technology, Inc. has licensed PDF software so that users of Stages Report Wizard can keep an electronic version of their Activity Summaries and Annotated Reports.

PDF stands for Portable Document Format. PDF files are created by printing to a special printer driver that saves the content of a document in this format. PDF documents can be read by either Windows or Macintosh computers using Adobe Reader, which you can install from the Stages Report Wizard CD, if it is not already available on your computer.

The PDF software on the CD is distributed to users of Stages Report Wizard under special licenses granted to Assistive Technology. Please adhere to the licensing information supplied on the Stages Report Wizard CD with respect to using this software. You are not allowed to distribute this software to others.

Installing the PDF Software

The first time you run Stages Report Wizard on a computer and click a button to create a PDF file, you will be asked if you wish to install the PDF software.

If you answer 'Yes', the software will be automatically installed from the Stages Report Wizard CD. If you answer 'No', you will be asked if you ever wish to be asked again. (You may already have other software that performs the same function and not need to install the software.) If you choose not to install the software or be asked again, and then change your mind, you can still install the software by following the instructions below for your type of computer.

Using the PDF Software

Because the PDF-generating software is a printer driver, you need to select a PDF printer to create the file.

Windows

The Windows utility program provided with Stages Report Wizard for creating PDF files is PDF995.

The first time you click a PDF button in Stages Report Wizard, you will have an opportunity to install this printer driver. Or you can

install it at any time by double-clicking the file named `autosetup.exe`, located in the PDF995 folder on the Stages Report Wizard CD.

To create a PDF of a Stages Report Wizard report summary, click the PDF button and be sure to select PDF995 as the Printer Name in the Print dialog box. You will be able to enter a name and select a location to save the PDF file that is generated.

For more information about this product, visit www.pdf995.com.

Macintosh

The Macintosh utility program provided with Stages Report Wizard for creating PDF files is PrintToPDF.

The first time you click a PDF button in Stages Report Wizard, you will have an opportunity to install this printer driver.

To create a PDF of a Stages Report Wizard report summary, open the Chooser from the Apple menu and select the icon for the PrintToPDF printer. Then click the PDF button on the Stages Report Wizard screen. You will be able to enter a name and select a location to save the PDF file that is generated.

To install PrintToPDF manually, after choosing not to have Stages Report Wizard install it, follow these steps:

1. Copy the file named PrintToPDF from the PrintToPDF folder on the Stages Report Wizard CD to the Extensions folder inside your System folder. (If you drop it onto your System Folder, the Finder will offer to place it in the Extensions folder.)
2. Copy the file named "PrintToPDF Site License" from the CD to your Preferences folder inside your System Folder.

For more information about using this product, refer to the PrintToPDF Manual, provided in the PrintToPDF folder on the Stages Report Wizard CD.

Appendix C: Trouble-Shooting

If you experience any difficulties using Stages Report Wizard, please refer to the following table to try to identify and correct the situation. If you do not find a solution here, please contact Technical Support at Assistive Technology, Inc. by telephone at 800-793-9227 or by e-mail at techsupport@assistivetech.com.

Problem	Possible solution
After I choose an activity, Stages Report Wizard tells me that no reports were found for that activity. I know that the learner did these activities.	<p>Check the following possibilities:</p> <ul style="list-style-type: none"> ❖ Did you save the reports after the learner completed the activities using Stages? ❖ Did you make sure to move or copy the reports into the learner's folder? ❖ Is the learner's folder in the 'My Stages Reports' folder? ❖ Are the report files buried in folders deep in the learner's folder? (Stages Report Wizard will find them if they are in folders directly in the learner's folder, but not in folders that are inside those folders.)
Stages Report Wizard seems to be confused about my list of learners.	If Stages Report Wizard doesn't display your list of learners correctly, you can delete the file named Profiles.rwi. The next time you start up Stages Report Wizard, it will rebuild your list of learners based on the learners' folders it finds in your 'My Stages Reports' folder.
Stages Report Wizard says that it cannot read the data in a file.	If you see a message that Stages Report Wizard cannot read the data, it means that the file has been altered in some way. For example, a person opening a saved Stages report file when Stages Report Wizard was not running might have inadvertently entered a blank line. You can open the file using SimpleText (on the Macintosh), Notepad (on Windows), or Word (on either platform). Look to see if you can see any obvious errors and if so, correct them, then save the file using a different name. If you are using Word, be sure to save the document as a 'text only' file. Do not change the extension of the file or Stages Report Wizard will definitely not be able to use it. Please see Appendix A for information about specific file types.
I told Stages Report Wizard that I didn't want to install the PDF software. How can I install it now?	Please refer to the installation instructions in Appendix B for your type of computer.
I have received an error message from Stages Report Wizard. How can this error be fixed?	If Stages Report Wizard notifies you of an error, information about it is saved in a log file. You can e-mail this small log file to techsupport@assistivetech.com to help us isolate and correct the problem. The log file, named SRWlogfile.txt, is located in the ATI Prefs folder on your computer. On Macintoshes, this folder is located in the Preferences folder of your System Folder. On Windows computers, this folder is located in the Windows directory. If you are running Windows XP, the folder may be in a different location and you can search for it by name to find it.

Appendix D: A Quick Guide to Stages Report Wizard

Here is a summary of the steps you will most likely take to generate results from Stages Report Wizard quickly. This guide assumes you have already created the 'My Stages Reports' folder and have already set up learners and reports in their folders.

- Step 1:** Select the learner.
- Step 2:** Update the learner's Profile, if needed.
- Step 3:** Select the Stage to work with.
- Step 4:** Select the activity (and subactivity, if appropriate).
- Step 5:** Select the set of reports for Graphs and Content Mastery tables.
- Step 6:** View graphs and add comments and goal lines (where applicable).
- Step 7:** View Content Mastery tables and add comments.
- Step 8:** At the Activity Summary screen, add Notes and Recommendations, if desired.
- Step 9:** Select items to include in the Activity Summary report.
- Step 10:** Print the Activity Summary.
- Step 11:** Create a PDF file of Activity Summary.
- Step 12:** Save the Activity Summary.

NOTES

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